

## Etiquette guidelines while using the Internet

### NETIQUETTE

- Compose all but brief messages offline to minimize network traffic.
- Limit each message to one topic and keep it succinct.
- Use subject headings that are descriptive.
- Reply promptly to messages received.
- When replying, restate only enough of the message to clearly identify context.
- Treat email as you would a regular mail letter. Do not forward it to others without the writer's permission.
- Delete messages once you have read them.
- Don't be vulgar or offensive.
- Don't attempt to represent yourself as someone you are not.
- Don't criticize ("flame") others on the network.
- Supply clues if you are intending to write using humor, irony, sarcasm, or emotion. Your intent may not be obvious to the reader. Using all uppercase in a word or phrase SHOUTS. Try :-) for a sideways smile or ;-) for a wink.
- Use a signature footer that includes name, school, and email address.
- Practice safe communications. Don't spread viruses! Check downloaded executable files.
- Consider yourself a guest on the system and behave accordingly.